



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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LYNN T. BESHEAR
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Community Services Specialist III **NUMBER:** 18-02

JOB CODE: T3000 **DATE:** January 26, 2018

SALARY RANGE: 74 (\$39,290.40 - \$59,517.60) **PCQ#:** 8846197

JOB LOCATION: Department of Mental Health
Region III Community Services
3280 Dauphin Street
Building B, Suite 100
Mobile, AL 36606

MINIMUM QUALIFICATIONS: Master's degree in Social Work, Psychology, or a human services field, plus experience (24 months or more) in a human services field, **OR** Bachelor's degree in Social Work, Psychology, or a human services field, plus considerable experience (48 months or more) working specifically with persons with intellectual and/or developmental disabilities, or extensive experience (72 months or more) in a human services field.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

NECESSARY SPECIAL REQUIREMENTS: Must have a valid driver's license to operate a vehicle in the State of Alabama and have a good driving record.

KIND OF WORK: This is a highly responsible professional position in the Region III Community Services Office of the Alabama Department of Mental Health (ADMH). The person in this position will have a variety of functions, all of which are critical to the operation of a regional community services office. This position will be responsible for ensuring the continued provision of community services and to contribute to the assurance that the needs of individuals served are adequately met. Duties involve coordinating placement of individuals to appropriate providers; monitoring case management agencies; and providing consultation and technical assistance to 310 Boards, community residential facilities/day programs, children's services facilitation teams, families, and any other community provider of DD services. The person in this position will complete case management records review reports, supported employment review reports and other documents as requested; completes special projects as

assigned/requested; conducts investigations of DD programs as requested; serves as back-up for the Community Services Director as requested; and serves on-call duties on a rotating basis.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of intellectual disabilities, including a good understanding of clinical dynamics of persons with intellectual disabilities. Knowledge of the inner workings, functions, and responsibilities of a regional community service system and regional office. Knowledge of community service agencies in relation to intellectual disabilities. Knowledge of state, local and federal funding sources and regulations. Ability to organize, plan, and implement work in an independent manner, with minimal supervision. Ability to communicate effectively both orally and in writing; in hard copy and electronically. Ability to establish and maintain positive relationships with consumers, families, agencies, and the public. Ability to provide technical assistance, and develop and implement training programs, to and for case management agencies. Ability to work flexible hours, including before and after the established work hours and ability to serve on-call on a rotating schedule for nights, weekends, and holidays.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: February 23, 2018